AZNet II – Voice & Network Oversight Committee Meeting Minutes 8/9/12

Meeting: Planning and Discussion Sessions **Meeting Date:** 8/9/12 **Minutes:** 8/9/12
- **Location: 100 N. 15th Ave, Suite 400**
  - **ASET Bighorn Conference Rm** **Call in #: N/A**
  Moderator N/A

Attendees: Y/N/R/P (yes/no/recorder/phone)							
Y	Suzan Tasvibi-Tanha	Y	Stephen Welsh	Y	Mike Collins	Y	Owen Zorge
Y	Bob Fisher	Y	Graciano Cervantes	Y	Jim Hillyard	Y	Jared Clarke
Y	Gary Hensley	Y	Gary Heller	Y	Mike Dellner		
Y	Robert Fisher	Y	Zach Sadkin	Y	Molly Mahai		
Y	Pam Dreyer	Y	Tami Price	Y	Larry Heinz		

Agenda:	
1. Introduction: (Suzan)	• Announcement – Stephen Welsh has accepted position of co-chair of the Oversight Committee. Suzan will meet with Stephen to acquire requirements prior to meeting (e.g. agenda, etc)
2. CIO Council Report: (Suzan)	• Presented Charter to CIO Council on Aug 8. Presented voting list for the small and large agencies. Charter was approved by the CIO Council. CIO Council has deferred to the Oversight Committee to finalize the voting seats by identifying the last two vacant seats.
3. Review and Finalize Voting List: (Suzan)	• Charter and Voting List attached to the agenda. • Finalized the voting member for the open medium size agency. Nominated DEQ as the last medium size agency. • Gary Hensley is scheduled to meet with small Boards & Commissions on August 20th. A recommendation to finalize the last seat for small agencies will be requested by Gary from Lisa Wynn, Board of Medical Examiners.
4. Prepare Action Item List for future meetings: (Open Forum)	• During the discussion, several initiatives were identified: Call Center, Network Infrastructure Change Management Procedure, Engineering Standards, Develop better communications
5. Open Discussion:	• Issues with the Notifications from the AZNet II Managed Services NOC. No standard subject line; sending notifications to agencies with incorrect data about site affected. • IVR and Bandwidth issues • AZNet II Managed Services working on providing better communications. Committee would like to see that ALL

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	communications be reviewed by the Committee before sending distribution

Pending Action Items:

#	Action Item	Responsible	Due	Complete
1	ASET EIC to establish SharePoint site for committee content & document management. **Request has been submitted to ASET. Status: Pending**	Suzan T	8/23/12	Pending
2	ASET EIC to send out next Oversight Committee meeting notice. Extend invite to the AZNet II Managed Services team.	Suzan T	8/13/12	8/13/12
3	AZNet II Managed Services to present the current status on the Core Refresh			
4	Provide link to the new AZNet II website. Provide list of following documents that either have been posted or under development to be posted under Voice & Network Services/Publications	Suzan T	8/13/12	On-Going
5	Provide AZNet II Escalation Timelines and Procedures to Oversight Committee for review. **Documents sent out on Aug 13 to Oversight Committee. Status: Pending review and comments back**	Suzan T	8/15/12	In-Progress
6				
7				

New Action Items:

#	Action Item	Responsible	Due
1			
2			